



**CITY OF DURHAM**  
**invites applications for the position of:**

## **Criminal Information Specialist**

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**SALARY:** \$38,458.00 - \$61,533.00 Annually

**OPENING DATE:** 12/29/14

**CLOSING DATE:** 01/30/15 11:59 PM

### **POSITION DESCRIPTION:**

To provide information and analysis to assist in crime abatement. This is accomplished by researching, identifying, and analyzing law enforcement data, identifying and interpreting criminal activity, patterns, and trends, forecasting staffing and deployment, and processing requests. Other duties include developing and distributing flyers, maps and documents, attending public meetings, serving on review boards, and supporting personnel in the use of systems and reports.

### **DUTIES/RESPONSIBILITIES:**

- Analyzes data by detecting crime patterns and trends; preparing statistical summaries; identifying relationships regarding illegal activities; identifying suspects and leads; distributing workload; deploying personnel; and imparting information to community groups, media, and City staff.
- Completes reporting requirements by reviewing incident reports and supplements; writing summaries; submitting descriptions of criminal activity; and responding to requests for specific statistics and data.
- Uses the GIS System by producing maps for meetings; identifying beats and districts; and submitting data for the website.
- Responds to requests by meeting with personnel; providing requested information; reviewing methods of reporting; and collaborating with other personnel and agencies.

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree.
- Three or more years of related experience.
- Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
- Valid North Carolina Class "C" Driver License, or must obtain within sixty (60) days of hire.

### **ADDITIONAL PREFERRED SKILLS:**

N/A

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Individuals selected for conditional offer of employment must pass City of Durham drug and alcohol testing, background check, and physical examination (if applicable). A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL.

This Agency Seeks Diversity in the Workplace.

The City of Durham is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/durhamnc>

Position #402  
CRIMINAL INFORMATION SPECIALIST  
JO

101 City Hall Plaza  
Durham, NC 27701  
(919) 560-4214 x2302

[hrconnect@durhamnc.gov](mailto:hrconnect@durhamnc.gov)

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## Criminal Information Specialist Supplemental Questionnaire

\* 1. Where did you first hear about this opportunity?

- ☐ City of Durham Website
- ☐ Walk in
- ☐ Job fair
- ☐ Employee referral
- ☐ Professional organization \*\*\*Please list the organization in "other" box below\*\*\*
- ☐ Internet posting \*\*\*Please list the specific web site in the "other" box below\*\*\*
- ☐ Craig's List
- ☐ Facebook
- ☐ LinkedIn
- ☐ Employment Security Commission
- ☐ Magazine/Newspaper
- ☐ Other

2. If you listed "other" above please give specific web site, organization, or publication

\* 3. Please select your highest level of completed education

- ☐ High School Diploma or Equivalent (GED)
- ☐ Associates Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ PhD

\* 4. Do you have a valid North Carolina driver's license, or are you able to obtain a valid NC driver's license within 60 days of hire?

- ☐ Yes
- ☐ No

\* 5. How many years of related experience do you have?

- ☐ No related experience
- ☐ Less than 1 year of related experience
- ☐ More than 1 year but less than 3 years of related experience
- ☐ More than 3 years but less than 5 years of related experience
- ☐ More than 5 years of related experience

\* Required Question